

Ton Duc Thang University CENTER FOR APPLIED INFORMATION TECHNOLOGY



Course Lecture

MOS WORD 2016

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- Textbooks

- [1]. Joan E. Lambert, [2017] MOS 2016 Study Guide for Microsoft Word

- Main references:

- [2]. Wiley, [2016]. Microsoft Official Academic Course MICROSOFT WORD 2016.
- [3]. Windows 10 tutorialspoint SIMPLY EASY LEARNING [2018].

Ton Duc Thang University

Chapter 6

Configuring correction and print settings

Chapter 6. Configuring correction and print settings



6.1 Autocorrect

6.2 Print settings

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6.1 Autocorrect

6.2 Print settings

6.1 Autocorrect

- 1/. Configure spelling and grammar checking options
- 2/. Configure autocorrect settings

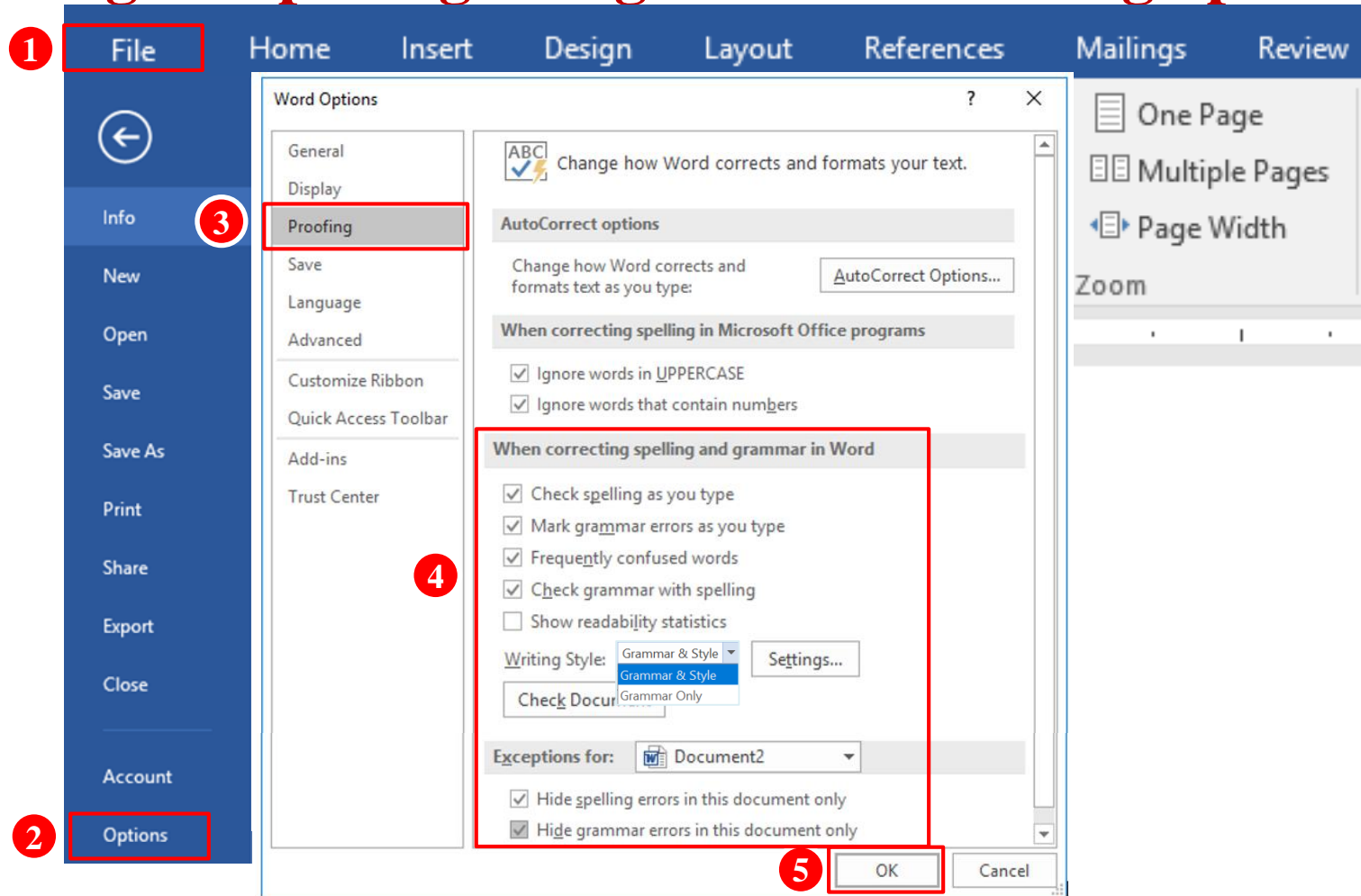
6.1 Autocorrect

1/. Configure spelling and grammar checking options

2/. Configure autocorrect settings

1- Configure spelling and grammar checking options

- Configure spelling and grammar checking options



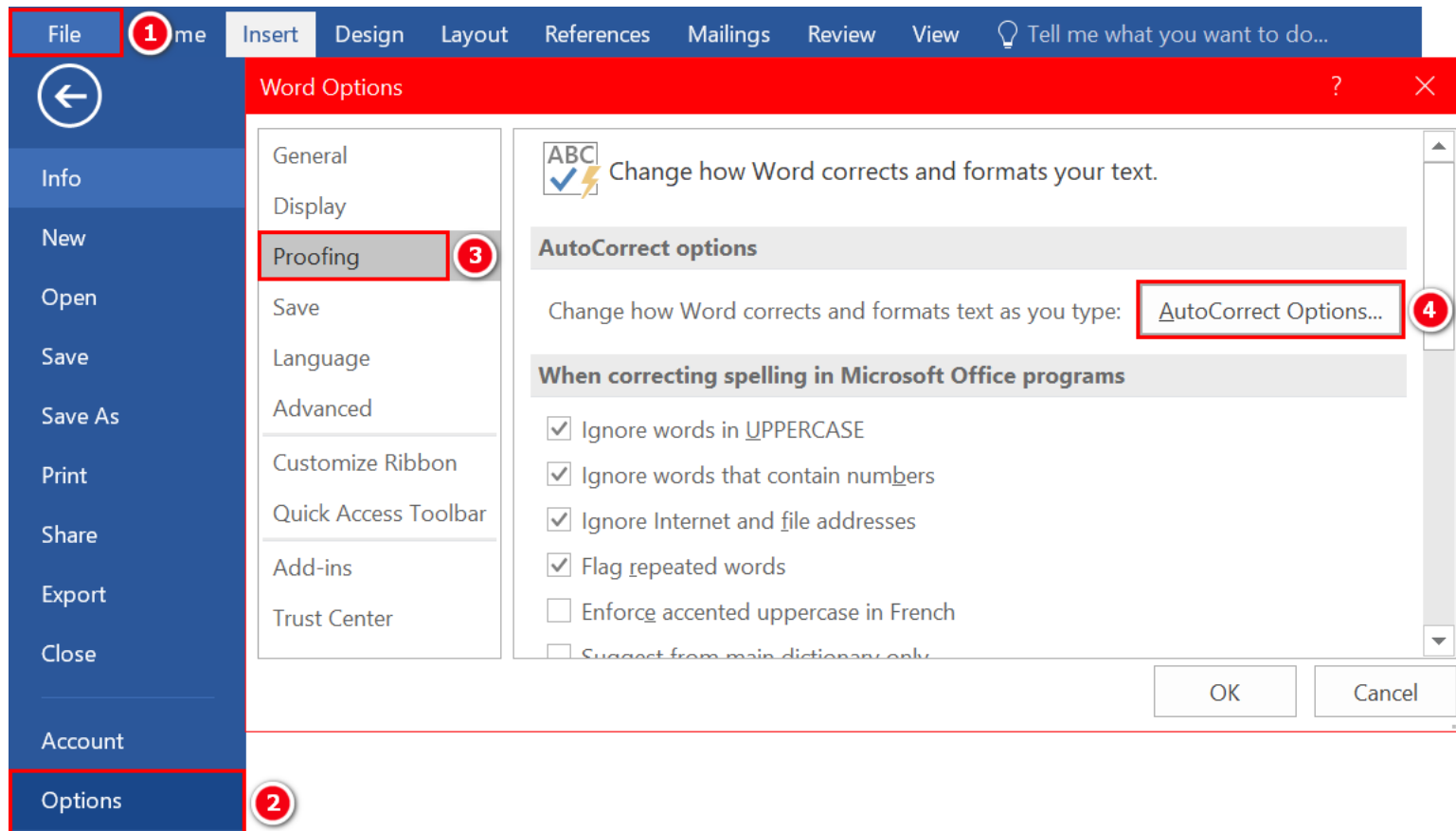
6.1 Autocorrect

1/. Configure spelling and grammar checking options

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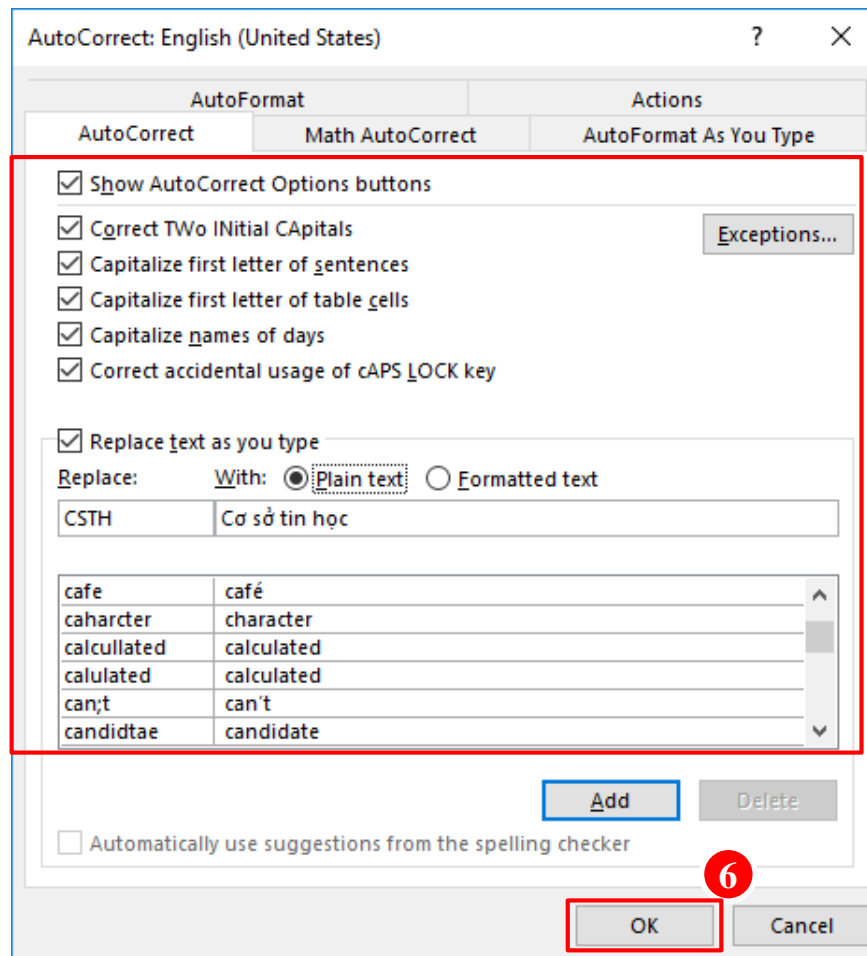
2- Configure autocorrect settings

- Configure autocorrect settings



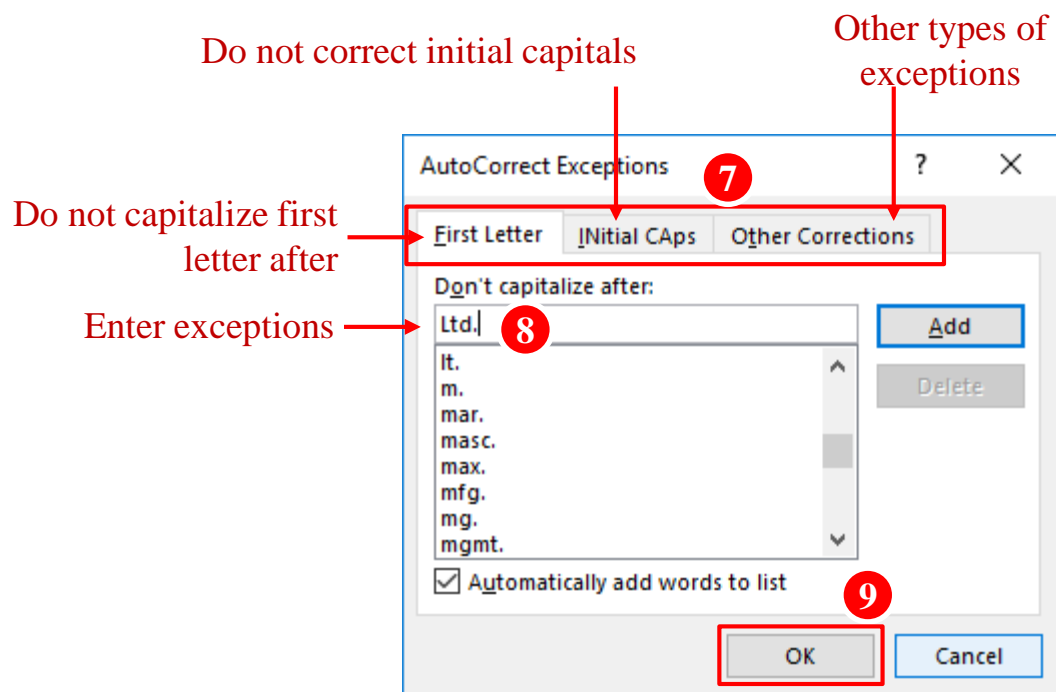
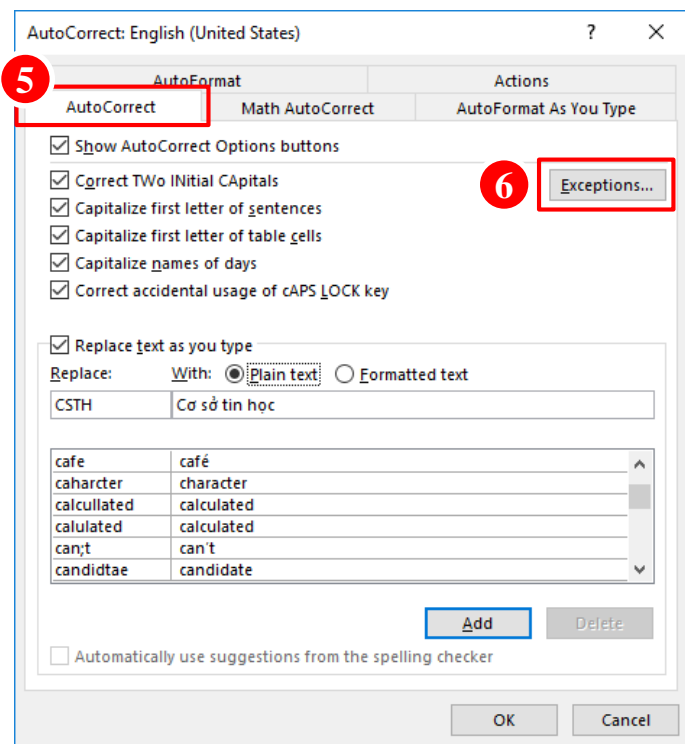
2- Configure autocorrect settings

- Configure autocorrect settings



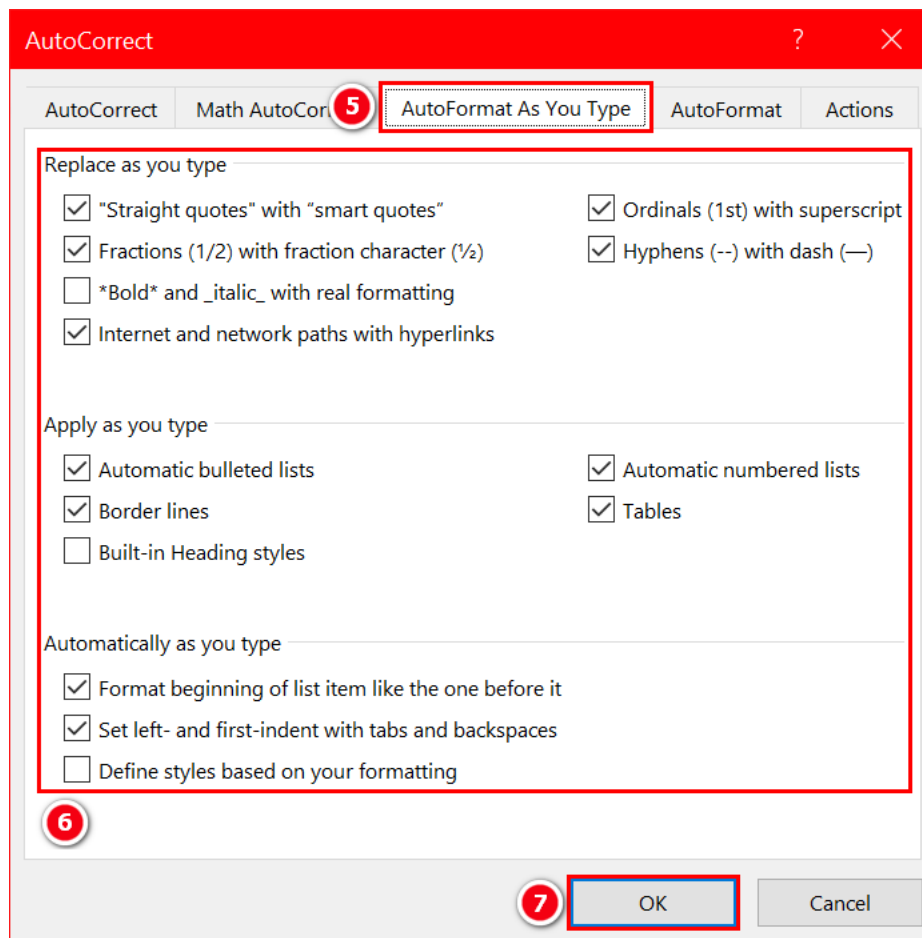
2- Configure autocorrect settings

- **Configure autocorrect settings: set exceptions**
 - **File (1) → Options (2) → Proofing (3) → AutoCorrect Options (4) → AutoCorrect tab (5) → Exceptions (6) →**



2- Configure autocorrect settings

- Configure autocorrect as you type: Self-study



Chapter 6. Configuring correction and print settings



6.1 Autocorrect

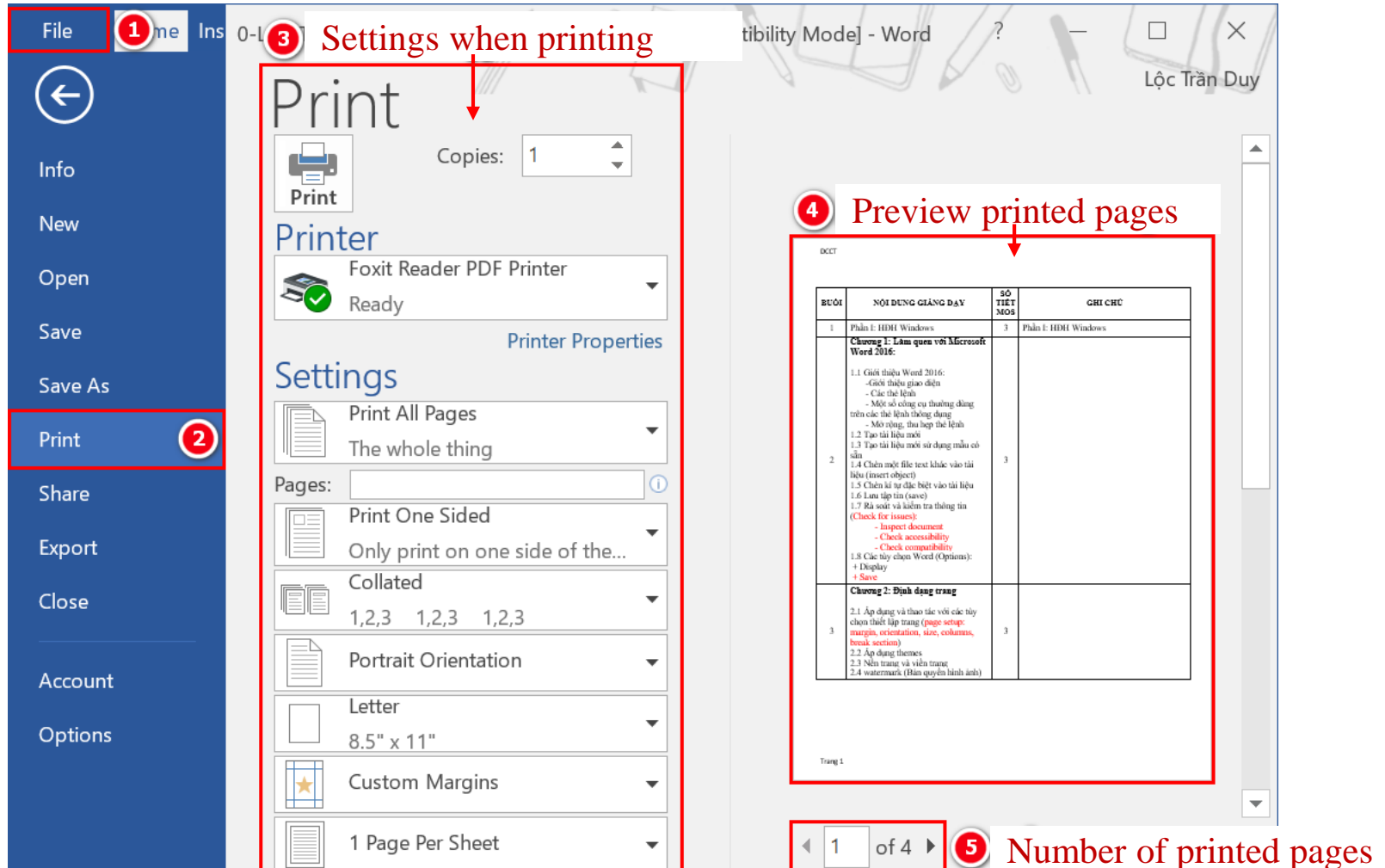
6.2 Print settings

6.2 Print settings

1/. Print settings

1- Print settings

• Print a document



The screenshot shows the Microsoft Word Print dialog box. The left sidebar contains the File menu with options: Back, Info, New, Open, Save, Save As, **Print** (highlighted with a red box and number 2), Share, Export, Close, Account, and Options. The main area is titled 'Print' and contains the following settings:

- Printer:** Foxit Reader PDF Printer (Ready)
- Copies:** 1
- Settings:**
 - Print All Pages (The whole thing)
 - Pages: 1
 - Print One Sided (Only print on one side of the...)
 - Collated (1,2,3 1,2,3 1,2,3)
 - Portrait Orientation
 - Letter (8.5" x 11")
 - Custom Margins
 - 1 Page Per Sheet

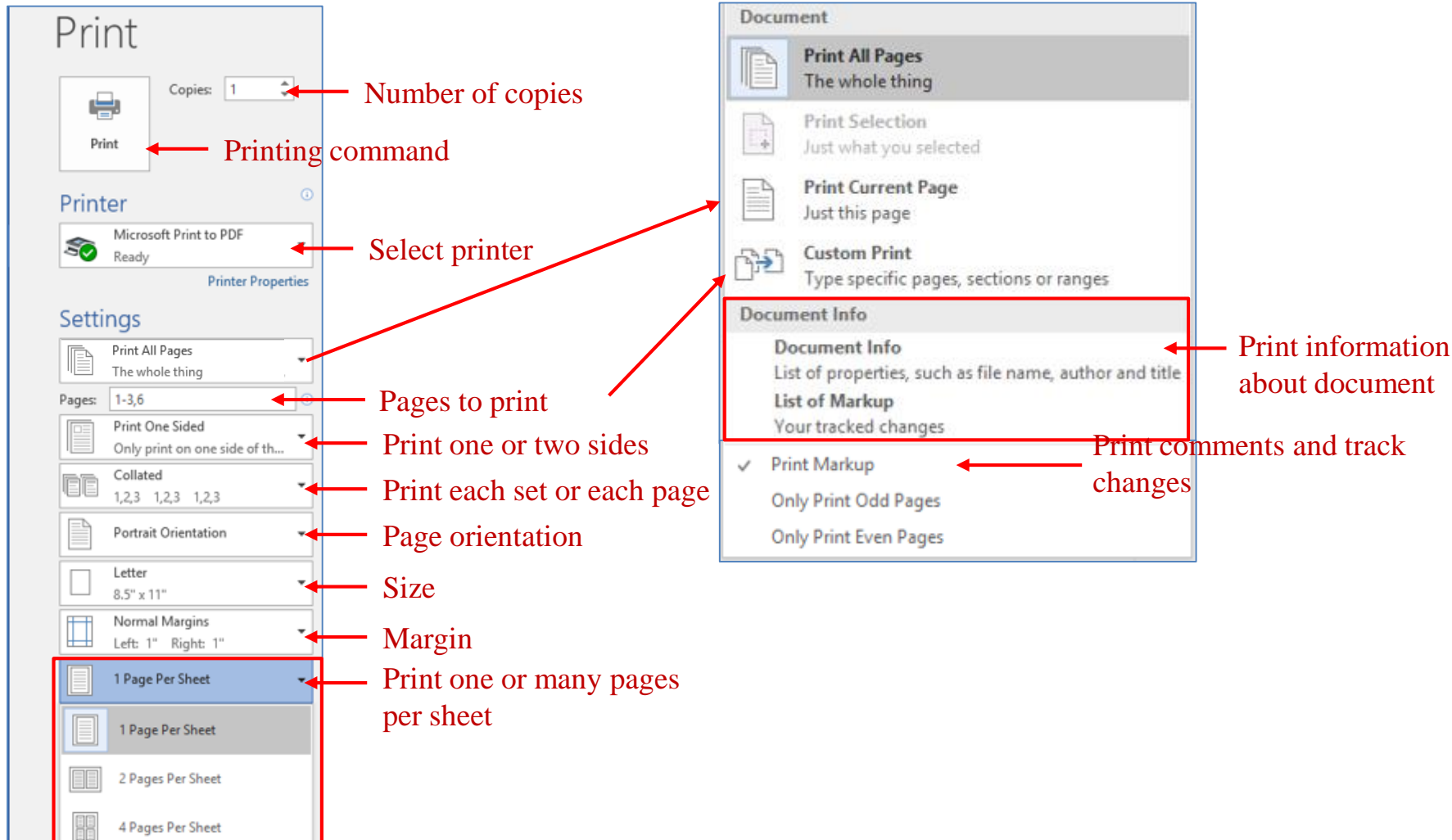
On the right, a preview of the printed pages is shown, labeled 'Preview printed pages' (4). The preview displays a table with the following content:

| BƯỚC | NỘI DUNG GIẢNG DẠY | SỐ TIẾT MOS | GHỊ CHỨC |
|------|--|-------------|---------------------|
| 1 | Phần I: HDH Windows | 3 | Phần I: HDH Windows |
| 2 | <p>Chương 1: Làm quen với Microsoft Word 2016:</p> <ul style="list-style-type: none"> 1.1 Giới thiệu Word 2016: <ul style="list-style-type: none"> - Giới thiệu giao diện - Các thẻ lệnh - Một số công cụ thường dùng trên các thẻ lệnh thông dụng - Mở rộng: thu hẹp thẻ lệnh 1.2 Tạo tài liệu mới 1.3 Tạo tài liệu mới sử dụng mẫu có sẵn 1.4 Chèn một file text khác vào tài liệu (insert object) 1.5 Chèn ký tự đặc biệt vào tài liệu 1.6 Lưu tập tin (save) 1.7 Ra soát và kiểm tra thông tin (Check for issues): <ul style="list-style-type: none"> - Inspect document - Check accessibility - Check compatibility 1.8 Các tùy chọn Word (Options): <ul style="list-style-type: none"> + Display + Save | 3 | |
| 3 | <p>Chương 2: Định dạng trang</p> <ul style="list-style-type: none"> 2.1 Áp dụng và thao tác với các tùy chọn thiết lập trang (page setup: margin, orientation, size, columns, break, section) 2.2 Áp dụng themes 2.3 Nền trang và viền trang 2.4 watermark (Hàng quyền linh ảnh) | 3 | |

At the bottom right, the page number '1 of 4' is shown, with the number '1' highlighted by a red box and labeled 'Number of printed pages' (5).

1- Print settings

• Settings when printing a document



The image shows a screenshot of the 'Print' dialog box in a software application, with various settings and options. Red arrows point to specific elements, and red boxes highlight certain sections.

- Print**: The main command to print the document.
- Copies: 1**: The number of copies to print.
- Printer**: The selected printer, currently 'Microsoft Print to PDF'.
- Settings**: A section containing various print options:
 - Print All Pages**: The whole thing.
 - Pages: 1-3,6**: The range of pages to print.
 - Print One Sided**: Only print on one side of the page.
 - Collated**: Print each set or each page.
 - Portrait Orientation**: The page orientation.
 - Letter**: The paper size.
 - Normal Margins**: The margin settings (Left: 1", Right: 1").
 - 1 Page Per Sheet**: The number of pages per sheet (highlighted in a red box).
- Document**: A section containing document-specific settings:
 - Print All Pages**: The whole thing.
 - Print Selection**: Just what you selected.
 - Print Current Page**: Just this page.
 - Custom Print**: Type specific pages, sections or ranges.
 - Document Info**: A section containing document information (highlighted in a red box):
 - Document Info**: List of properties, such as file name, author and title.
 - List of Markup**: Your tracked changes.
 - Print Markup**: Print comments and track changes (checked).
 - Only Print Odd Pages**.
 - Only Print Even Pages**.

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6.1 Autocorrect

6.2 Print settings